

**U.S. EMBASSY RIYADH, SAUDI ARABIA
OFFICE OF PUBLIC AFFAIRS (PAS)**

Program Office: Office of Public Affairs (PAS), U.S. Embassy Riyadh

Funding Opportunity Title: Saudi Young Leaders Exchange Program (SYLEP)

Announcement Type: New - Cooperative Agreement

Catalog of Federal Domestic Assistance Number: 19.021

Date Open: August 1, 2013

Deadline for Applications: August 30, 2013

ELIGIBILITY

Eligible applicants: Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501 (c)(3).

Cost Sharing or Matching

There is no minimum or maximum percentage required for this competition; however, PAS encourages cost sharing, contributions in-kind, and other forms of cost participation.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the U.S. Government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with OMB Circular A-110 (Revised), subpart C.23—Cost Sharing and Matching. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, the contribution from the Public Affairs Section will be reduced in like proportion.

Other Special Eligibility Criteria

Organizations should have significant experience working with international audiences, particularly youth. Additionally, they should have a history of successful program implementation and a proven capacity for designing effective exchanges in fields such as economics, entrepreneurship, capacity-building and fostering leadership skills.

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact Robert Greenan, Cultural Affairs Officer, U.S. Embassy Riyadh at:

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I. EXECUTIVE SUMMARY

The U.S. Embassy in Riyadh is pleased to announce an open competition for the Saudi Young Leaders Exchange Program (SYLEP) through this Request for Proposals (RFP). Public and private non-profit organizations meeting the provisions described in Internal Revenue Code 26 USC 501 (c) (3) may submit proposals to support English-speaking undergraduate students from Saudi Arabia in a three-week U.S.-based exchange program in June 2014 that explore the themes of leadership development, civic rights and responsibilities, respect for diversity, and community engagement. The program should continue after the U.S.-based exchange with follow-on activities in the participants' home communities, including through alumni activities focused on leadership development. A total of 20 to 24 participants would travel to the United States in up to two delegations from Saudi Arabia in June 2014. U.S. Embassy Riyadh funding will support the planning and implementation of U.S.-based programming, including a period of homestays with American families, and participant international travel. The U.S. Embassy Riyadh and the U.S. Consulates in Jeddah and Dhahran will recruit, screen, and select the participants and support program alumni, in coordination with the award recipient. Pending the availability of funds, it is U.S. Embassy Riyadh's intent to award one cooperative agreement for an estimated total amount of \$250,000.

Authority: Overall grant-making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and other countries of the world."

II. BACKGROUND

The U.S. Mission's support of this youth leadership exchange, SYLEP, seeks to build leadership, civic responsibility, respect for diversity, and community engagement among Saudi university students through a three-week exchange to take place in the summer of 2014, followed by alumni activities.

The goals and objectives of the program are to:

- Promote mutual understanding between the people of the United States and the people of Saudi Arabia;
- Prepare youth leaders to become responsible citizens and contributing members of their communities;
- Develop leadership skills among Saudi youth.

The program objectives are for participants to:

- 1) Demonstrate a better understanding of civic engagement as practiced in the United States;
- 2) Demonstrate critical thinking and leadership skills; and
- 3) Demonstrate skill at developing project ideas and planning a course of action to bring the projects to fruition.

The primary program themes, including illustrative examples, are listed below:

- 1) Youth Leadership Development (team building, public speaking, negotiation, goal setting and project planning);
- 2) Community Engagement (citizen participation, social responsibility and volunteerism);
- 3) Respect for Diversity and Tolerance (ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities).

Applicant organizations must focus on these primary themes and should present a program plan that allows the participants to engage around these themes with U.S. organizations and peers in a creative, memorable, and hands-on way.

A successful program will nurture the participants' leadership development and equip them with the knowledge, skills, and confidence to be active leaders. Successful applicants will present a plan to engage the participants in issues of concern in their schools and communities upon their return home.

Participants: Applicants should propose to implement a three-week U.S.-based exchange for 20 to 24 undergraduate students. Applicants may propose a plan to break the delegation into smaller cohorts for some of the exchange activities. This is to ensure all participants benefit from exchange activities and to increase the effectiveness of monitoring and evaluation, including the participants' safety and well-being while on the U.S.-based program.

Participants will be undergraduate students in their first through third years of university, who have demonstrated leadership abilities in their schools and/or communities, are able to demonstrate fluency in English, and are Saudi citizens residing in Saudi Arabia.

Organizational Capacity: Applicant organizations must demonstrate their capacity for conducting international youth exchanges, focusing on three areas of competency: (1) provision of projects that address the goals, objectives, and themes outlined in this document; (2) age-appropriate programming for youth; and (3) previous experience working on programs in the region. Applicants need not have organizational capacity in Saudi Arabia, as the U.S. Embassy Riyadh will serve as the in-country partner.

U.S. Embassy and Consulates Involvement: The U.S. Embassy in Riyadh and the U.S. Consulates in Jeddah and Dhahran will recruit, screen, and nominate participants beginning in late 2013 or early 2014. The Public Affairs Section of the U.S. Embassy will select the participants for the exchange. In addition to recruitment, the U.S. Embassy in Riyadh and the U.S. Consulates in Jeddah and Dhahran will provide pre-departure briefings, facilitate visas, and oversee follow-on alumni projects. The award recipient must consult regularly with the Public Affairs Section at the U.S. Embassy to implement the project and coordinate participants' international airline tickets. The award recipients will also be responsible for preparing materials for the pre-departure briefings and providing follow-on support to participants.

Guidelines: Pending availability of funds, the award will begin on or about September 30, 2013. The award duration will be approximately 12 to 15 months, as appropriate for the applicant's program design. Planning and preparation will start in fall 2013. Applicants should propose a specific program timeline that includes exchange dates in June 2014, but the exact timing may be altered through mutual agreement between the Embassy and the award recipient.

The U.S. Embassy Riyadh reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with program needs and the availability of funds.

The award recipient will be responsible for the following, which should be described in detail in the proposal:

Orientations: Provide pre-departure materials and information about the U.S. program to assist the U.S. Embassy in Saudi Arabia, participants, and their families in preparation for the exchange. Conduct orientations for those participating from the host communities, including host families. Additionally, conduct a welcome orientation upon arrival to the United States.

Logistics: Manage all logistical arrangements, including international and domestic travel, ground transportation, accommodations, group meals, and disbursement of pocket money. Coordinate with the Bureau of Education and Cultural Affairs (ECA), Office of Private Sector Programs, regarding issuance of DS-2019 forms. Arrange homestays with properly screened and briefed host families for a significant portion of the exchange period. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for host families and other members of household who are more than 18 years of age.

Exchange Activities: Design and plan three weeks of exchange activities that provide a creative and substantive program that develops the youth participants' knowledge and skill base in civic education, community service, and youth leadership development. The exchanges will take place in no more than two or three locations so that the participants have time to familiarize themselves with a community. The academic and extracurricular components will focus primarily on interactive activities, practical experiences, and other hands-on opportunities that provide a substantive project on the specified program themes. Some activities should be university and/or community-based, and the projects should involve as much sustained interaction with American peers as possible. Participants will explore leadership through activities such as project planning, team building, and public speaking. Cultural, social, and recreational activities will balance the schedule.

Applicants should arrange a short visit to Washington, D.C. during the exchange, so that participants can explore the U.S. capital and American government institutions. The Washington, D.C. visit must include substantive exchange activities (such as site visits to youth or community organizations and/or interactive workshops), in addition to cultural and recreational activities. The visit should also provide participants with an opportunity to meet Department of State representatives during the stay.

Monitoring: Develop and implement a plan to monitor the participants' safety and well-being while on the exchange and to create opportunities for participants to share potential issues and resolve them promptly. The award recipients will be required to provide proper staff supervision and facilitation to ensure that the participants have safe and pedagogically rich programs. Staff, along with the adult participants, will assist the youth with cultural adjustments, provide societal context to enhance learning, and counsel students as needed. Criminal background checks, including a search of the Department of Justice's National Sex Offender Public Registry, must be conducted for all program staff.

Follow-on Activities: Applicants should also provide a closing session to summarize and evaluate the delegation's activities, prepare participants for their return home, and further prepare them for follow-on activities and alumni programs, particularly by facilitating continued engagement among the participants, advising and supporting them in the implementation of community service projects, and offering opportunities to reinforce the ideas, values and skills imparted during the exchange as Department of State alumni. Exchange participants should return home from the exchange prepared to conduct projects that serve a need in their communities.

The U.S. Embassy Riyadh and the U.S. Consulates in Jeddah and Dhahran will assist award recipients in overseeing follow-on activities and may arrange occasional in-person alumni gatherings, where possible. However, the award recipient should be prepared to take the lead on maintaining on-going correspondence with participants, monitoring program activities, and providing guidance to participants as they conduct their follow-on projects.

Evaluation: Design and implement an evaluation plan that assesses the short- and medium-term impact of the project on the participants as well as on host and home communities.

The form of this award will be a cooperative agreement. In a cooperative agreement, the Embassy is substantially involved in program activities. The Embassy's involvement with SYLEP will include, but not be limited to:

1. Advice and assistance in execution of all program components.
2. Participant recruitment and selection.
3. Assistance in coordination with the Bureau of Educational and Cultural Affairs, U.S. Department of State for DS-2019 forms and the Embassy Consular Section for J-1 visa appointments. Note that all foreign participants will travel on a U.S. Government designation under the J Exchange Visitor visa category. It is the responsibility of the participants to meet the requirements for a J visa under U.S. immigration law. In addition, the recipient agency should render all assistance necessary to enable the Department of State to comply fully with the laws and regulations governing the administration of exchange visitor programs (22 CFR 62 et seq). All proposals must explicitly state in writing that the organization is prepared to assist in meeting all requirements set forth in 22 CFR 62.
4. Approve all printed or web-based materials, including recruitment materials, applications, other publicity materials, and the final calendar of exchange activities.
5. Approve templates of all written correspondence with Saudi participants.
6. Monitor and evaluate the program through regular communication with the award recipient and site visits as necessary.

Additional Information: The award recipient will retain the name "Saudi Young Leaders Exchange Program" to identify the project. All materials, publicity, and correspondence related to the program will acknowledge this as a program of the Public Affairs Section of the U.S. Mission Saudi Arabia. The U.S. Embassy and Consulates in Saudi Arabia will be allowed to distribute materials related to this program as it sees fit.

The recipient must inform the Public Affairs Section, U.S. Embassy Riyadh of its progress at each stage of the project's implementation in a timely fashion and will be required to obtain advance approval for any program changes.

III. ELIGIBILITY REQUIREMENTS.

Applications may be submitted by public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501 (c) (3).

Applicants are not required to include cost sharing. However, applications that include cost sharing from non-U.S. Government sources will be more competitive, and applicants are encouraged to provide the highest levels of cost sharing possible. When providing cost sharing, the applicant must agree to provide the amount of cost sharing agreed upon in the grant agreement. Cost sharing can take the form of both allowable direct and indirect costs. For accountability, the recipient must maintain records to support all costs claimed as part of the cost-share agreement. Such records are subject to audit. Please refer to OMB Circular A-110, (Revised), Subpart C.23 – Cost Sharing and Matching.

Additional Information on Eligibility: All Federal assistance recipients must have a Dun & Bradstreet Number (DUNS) and a CCR (CAGE) number prior to funds disbursement. A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at <http://www.dnb.com/>

INELIGIBILITY:

A proposal will be deemed technically ineligible for consideration if:

- It does not fully adhere to the guidelines established in this document and in the Solicitation Package;
- It is not received by the deadline